



JOB DESCRIPTION

Position Title: **Manager**

Working Title: **Telecommunications Manager**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work directing the operation of the Telecommunications Division, in the Information Technologies Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervise the operation of the Communications Maintenance, Cable Franchising, Switchboard, Seminole County Government Television, T.V. Broadcasting and Telecommunications Maintenance Sections of the Division. Reviews, coordinates and assigns all work projects to assigned sections of the division.

Develops immediate and long-range goals and objectives to meet the Telecommunications and Technology needs of Seminole County. Prepares operating budget for the Telecommunications Division and makes recommendations to the Department Director for new programs and communications equipment improvements.

Coordinates the installation, maintenance and repair of telecommunications, 800 MHz network microwave satellite, and internal and external telephone systems.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary action and/or commendatory actions for assigned personnel.

Supervises the maintenance and preventive maintenance programs for all communications, radio's, telephones, microwave equipment, audio visual equipment and cable T.V. broadcasting equipment. Reviews all logs, reports and incidents submitted by subordinate personnel.

Administers, develops and supervises training programs for communications maintenance and telecommunications personnel.

Develops and makes recommendations to the Department Director for the establishment of division operating policies and procedures.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge of current methods and techniques of telecommunications operations and the principles and practices of ancillary technical services. Knowledge of the functions, composition, and responsibilities of telecommunications, communications, audio visual equipment, cable broadcasting equipment, data systems and support equipment. Knowledge of radio two-way 800 MHz trucked systems, analog and digital microwave computers and data communications applications.

Ability to communicate clearly and precisely both orally and in writing. Ability to effectively lead and supervise subordinate personnel. Ability to analyze and prepare technical reports. Ability to provide detailed instructions to personnel, recognize clerical and procedure errors, recognize system and network problems and errors and take appropriate action.

Bachelor's Degree in Business or Public Administration or a closely related field and five (5) years' experience in the communications field, including three (3) years' experience in a supervisory capacity. Must have technical experience in microwave communications.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is typically an office environment. However this position will also perform duties that will take the incumbent to work sites to follow-up on work projects. This position may be exposed to high dust, and dirt environments. This position will have regular exposure to electrical and radiant energy.